

85-2241/1

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Harry E. Fitzwater
Deputy Director for Administration
7D24 Hqs

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA/Plans

7/5

7/5

DB

2.

7/5

Sh

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

18-4

STAT

STAT

85-2241/1
OTE 85-2003

28 JUN 1985

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, E Career Service

VIA: Deputy Director for Administration

FROM: STAT
Director of Training and Education

SUBJECT: Training for Traveling Agency Employees

REFERENCE: DDA Memorandum dated 24 June 1985, Subject: Travel
Guidelines for Agency Employees

1. The reference memorandum encourages all Agency employees who are anticipating international travel to take full advantage of the courses which are specifically designed to prepare the employee for terrorist and/or criminal encounters. OTE is prepared to support Agency components in the effective preparation of its employees for the hostile threat through the highly specialized self-defense skills training, the unscheduled and tailored runnings of briefing courses and the enhanced availability of instructional material in the Learning Center.

2. On request, OTE will conduct the following courses and programs which are specifically designed to prepare employees to deal with the terrorist and criminal threats, to include the related potential travel hazards:

a. Personal Security Course (PSC):

The recently developed Personal Security Course, which stemmed from an Inter-Directorate Task Force's findings, prepares Agency personnel who are scheduled to travel abroad with the widest possible range of personnel safety awareness, and defensive tactics training. The purpose of this course is to develop a strong sense of personal security awareness, to introduce the participants to "street skills" required to recognize and avoid threatening personal confrontation and to limit the potential violence and personal harm if challenged by

either terrorists or criminals. The PSC develops the employee's sensitivity to personal lifestyle, deportment and patterns of activity; all for the purpose of minimizing the employee's profile as a potential target for hostile attack. In addition, the PSC is structured to provide the trainees with "measured responses" to differing, escalating levels of personal danger. The measured responses are taught in briefing format as well as practical, hands-on self-defense training exercises.

We are prepared to conduct five runnings of the PSC through the end of Fiscal Year 1985:

22-26 July
19-23 August
26-30 August
16-20 September
23-27 September

b. Orientation to Foreign Travel Course:

The Orientation to Foreign Travel Course (OFTC) recently designed to meet the needs of the DS&T is presently unscheduled, but will be conducted and modified to meet the needs of other Directorates as requested. This five-day course is designed to provide all Agency personnel, and their spouses, who travel abroad with essential preparatory information on travel, cover, personal and physical security; as well as, the physiological and psychological stress of environmental change, the impact of cultural change and the potential hazards of living abroad.

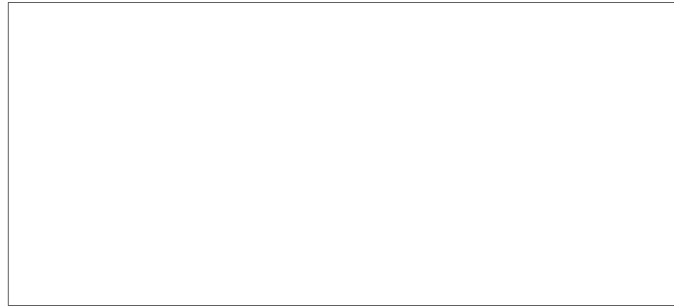
c. Foreign Travel Awareness Program:

OTE is prepared, if there is sufficient interest, to organize and orchestrate a Foreign Travel Awareness Program which will be designed to address a large audience for the purpose of sensitizing employees to the hostile realities of travel and the related physical and personal security procedures which will serve to minimize the threat. The program could also be made available to dependents of Agency employees.

3. To assist employees who wish to further pursue information on terrorism and potential travel hazards, we have assembled a variety of unclassified brochures, booklets and video cassettes for review in the OTE Learning Center, Room GJ68, Headquarters Building. The collection of material includes a bibliography of countering terrorism literature; pamphlets on "Hostage Survival," "Psychological Impact on Terrorism," and "Hostage Taking: Preparation, Avoidance and Survival;" and video cassettes on "Personal and Family Security," and "Terrorism, the New Threat."

We have also prioritized the development of a Computer Base Training program on Surveillance Awareness and Detection. However, this will not be available until 1986.

4. We stand ready to assist you in any way we can in educating CIA employees in ways to avoid personnel risk while overseas. The Personal Security Course is a major step forward, and I urge your people to make use of it. We would also welcome any ideas you may have to make our programs more effective and responsive to the Agency's needs in this area.



STAT